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26 January 1965

## MEMORANDUM FOR THE RECORD

SUBJECT: November 1963 - December 1964 Action Taken on the History of the Agency's Activities in Vietnam.

Basic documentation was located, and general collections were examined during the first two months. The papers which had been sent to the Records Center from such offices as the DDP and O/DCI were checked, and some files were ordered for examination. With major gaps appearing in the written record it was necessary to identify those officers in responsible staff, operational and support positions in order to augment the written record by debriefing these officers.

In these first two months of work it became clear that much of the activity in the field had not been written down and forwarded to Headquarters. Some reports existed on the early [redacted] Military Mission. A few reports could be found on the [redacted] Liaison Mission, but none of these were summary-type

[redacted] was not submitted and approved until early 1954 although the Mission had been in operation for two years at that time. Little written information could be found on the background of and reasons for major organizational changes in the makeup

[redacted] This was particularly true of the period prior to the arrival of the first Senior Representative, in the fall of 1953, during which period [redacted] teams were operating in both [redacted]

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It was soon obvious that it would be necessary to go to the field to debrief officers with background in the operations of the [redacted]. Also, it was presumed that documents in the files of the Station would quite likely fill many of the gaps and round out sketchy information existing in Headquarters. Thus, I traveled in the Far East in January and February to locate and debrief individuals on Vietnam. En

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While in Vietnam, both in [REDACTED] and in outlying posts, I interviewed 75 officers. These interviews were found to be most profitable and, in fact, are essential in the preparation of our Vietnam history. Although word had been sent to Headquarters that some files had been destroyed at the time of the 1 November 1963 coup, the extent of the destruction was not evident until

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In March and April 1964 after my return from Vietnam, dispatches with appropriate questionnaires and outlines of suggestions were sent to former Chiefs of Station, section chiefs, and other officers who had formerly held responsible positions in Vietnam but who are residing away from Headquarters.

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In this way more information was added to the files. These

At the outset the task of writing the history of our effort in Vietnam was assigned to one officer with the part-time assistance of two non-DDP clerk-stenos, and the part-time help of one DDP research assistant and later another clerk-stenographer. This assistance has been essential in typing the debriefing reports, many of which had been taken on tape, typing historical drafts and in the maintenance of files and cross-reference lists such as cryptonyms and true. Throughout these first 14 months one of the more time-consuming aspects of the work was the maintenance of appropriate controls on sensitives operations and the proper use of cryptonyms and pseudonyms to maintain the security of operations.

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In the development of this history through December 1964, 317 Agency officers were interviewed and approximately 215 reports prepared from these interviews. In order to obtain the highest possible degree of accuracy, it was determined that the interviewee should have the opportunity to review what he had said and make adjustments or additions to improve the clarity and add points overlooked in the debriefing. Thus, the following procedure was followed:

(1) I approached the individual and obtained an indication of the breadth and depth of his experiences and knowledge; if warranted, arrangements were made for a full debriefing. In a few instances an individual's experiences and information were so limited that they did not warrant a debriefing.

(2) An outline of the information desired and a general paper indicating how this information would fit into the total historical effort was given to the officer. One purpose was to peak his interest and stimulate his desire to contribute. In most instances the outline and guidance was given a day or more prior to the actual debriefing so that he could have his thoughts organized, recheck dates, etc. Otherwise, there was a brief discussion of what was desired immediately prior to the debriefing and a brief outline developed for the officer to follow.

(3) Then the actual debriefing was held. These varied from one-half hour to as much as three or four hours. Sometimes, the debriefings involved two or three meetings. References were made to maps, photographs, charts and slides when available and pertinent. Wherever possible, the debriefings were on tape. (The use of a small, quiet, isolated conference room was very helpful in easing the debriefing and in relaxing the interviewee.) Otherwise, extensive notes were taken and the report of the debriefing dictated immediately following the session. (In the case of information received by dispatch, identities and pseudonyms of staff personnel which had been inserted were replaced by true names or cryptos depending on the sensitivity.)

(4) The tape or the dictation was then typed as a rough draft; it carried the numerical designation of the individual, and included references to the period of work in Saigon and responsibilities while there.

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(5) This rough draft was then returned wherever possible to the individual for corrections, deletions and supplements.

(6) The rough draft was returned to the Historical Staff and adjusted to a standardized format. At this time the paper was also reviewed for sensitive operations, and for possible inadvertent divulgence of unilateral or current assets. All questions in this regard were resolved with the [redacted] CI officer and clerk or the Vietnam Desk.

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(7) The report was typed in final form and proofed.

When an individual obviously had extensive information and access to related written material, and where his time permitted, he was asked to submit a detailed report covering some element of the history. In those instances where an individual being debriefed had previously prepared an historical-type summary of his activity, this has been included as either an attachment to his debriefing report or as a separate report, in collection on Vietnam. Some officers had submitted written responses to outlines covering their specific responsibilities in lieu of oral debriefings. The above reports have been incorporated as background historical material on Vietnam.

It became evident as the work progressed that it was extremely difficult if not impossible to limit considerations to the Clandestine Services if all aspects of our activities in Vietnam were to be considered.

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[redacted]  
projects. In one particular year the Office of Security conducted approximately 200 operational polygraph examinations at the request of Station case officers; Security officers have also assisted in handling sensitive personnel and have supported TSD in documentary work. The support of the Office of Communications is more obvious. In addition to the routine type of communications support for the [redacted]

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[redacted] for use on aircraft. The regional Finance Officer, in order to maintain the necessary flow of currency for Vietnam operations

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and into the 1960's OCI has had an officer stationed in [redacted] 25X1A at the request of the Chief of Station to give direct OCI-type analytical and drafting support to the Station. The type of support rendered by OCR components, such as the Biographic Register, the Graphics Register, and the [redacted] in translation work, is obvious. [redacted] also has contributed case officers and 25X1A translators from its staff [redacted]. ORR has made numerous map analyses, geographical reports, and drafted new maps covering selected information at the request of the Station and the Desk. ONE's National Intelligence Estimates and post mortems have contributed to shifts in policy and to the support of our effort in Vietnam by senior intelligence groups. The DDS&T area has had a minor part to play in the Agency's efforts. OSI and OSA have contributed to the analysis of CS reports and support of special and sensitive operations of the Agency.

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Thus, in the development of this history it was essential that not only the deputy directors themselves be briefed on the project and provide assistance but numerous officers within their spheres of responsibility had to be contacted and interviewed. Within the Clandestine Services and in relation to the operations in Vietnam, 174 individuals have been interviewed and/or debriefed. In fields of support, 79 officers have been debriefed. In the review of special (sensitive) operations, 44 people have been interviewed or debriefed. In acquisition of existing reports and other historical material, 20 officers have been interviewed and have provided specific support and broad assistance through their staffs. In other words, 317 individuals in the Agency have directly contributed to the development of this history. This does not include the many officers and clerks who have given their time in the normal fulfillment of their responsibilities in such areas as RI, the Vietnam Desk and the support and desk offices throughout the Clandestine Services. They have processed correspondence, located personnel and documents, provided additional typing assistance when needed, and otherwise supported me in this effort on Vietnam.

A number of projects still have to be reviewed. Thirteen individuals with former responsibilities in Vietnam have yet to be interviewed or to complete their interview reports. Approximately 85 of the finished reports which have been typed still

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must be proofread. Som

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[REDACTED]. These reports will be maintained appropriately with a need-to-know control. The integrated historical summary will not carry cryptonyms and pseudonyms, discuss operational techniques or treat unilateral and sensitive operations. It will be considered a document which can be used throughout the Agency where the need exists. It and some of the sub-reports will be useful as OTR course material. Copies of the reports which have been received from the DDS, DDI and DDS&T components will be returned to the offices of those Deputy Directors for their reference. Also, debriefing reports from their officers (wherein these reports do not divulge details of operational techniques, cryptonyms, sensitive operations, and the like) will also be returned to the appropriate Deputy Directors for attachment to their segments of the history. Also a full text of the overall history will be filed in each Deputy Director's office for the use of his people.

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Record - 26 Jan 1965

## HISTORY OF THE AGENCY ACTIVITY IN VIETNAM

January 1965

Status Report

<u>VN History</u> Supporting Reports of Agency Action	Basic Research Begun	Status Material Assembled	1st Rough Completed	Reviewed and Edited	Report Completed
25X1A			X		
Liaison Mission					
Military Mission		X			
3rd Country Operations		X			
National Interrogation Center	25X1A		X		X
			X (2nd)		
		X		X	
			X (2nd)		
		X			
		X			
		X			
TSD (support to VN)		X			
Reports of Operations (in addition to or in lieu of Debriefings)			4 (in pro- cess)		39 (43)
Debriefing Reports			6 (in pro- cess)		151 (178)
Sensitive CL		X			(T-221)
Sensitive TU		X			
Sensitive NP			X		

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<u>VN History</u> <u>Supporting Reports of Agency Action</u>	Research Begin	Basic Material Assembled	<u>Status</u>		Reports Completed
			1st Rough Completed	Reviewed and Edited	
25X1A					X
Training					X
Communications					X
Security					X
Medical					X
Logistics					X
OCI Relationships		X			
ONE Relationships					X
ORR (including St FM & GR) Relationships				X	
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OSI Relationships					X
					X
OSI Relationships		X			
OSA Relationships					X

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26 January 1965

## MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of 25 January 1965

1. A meeting was called by the undersigned on 25 January 1965 to welcome Mr. [REDACTED] of the Clandestine Services, to the CIA Historical Staff.

BACKGROUND

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2. I reviewed, with them and with Mr. [REDACTED] and Mr. [REDACTED] (the latter on part-time detail from the FI staff), the early phases of planning for the CS historical effort, and set out a course of action for each. They were given copies of background memoranda and the Memorandum for the DD/P of 30 November 1964 concerning the establishment of the CS Historical Board. (The CS Notice 1-632 establishing this Board was distributed throughout DDP in the third week of January 1965.) The CS part of the overall Agency historical program and the means by which we might best pursue our responsibilities within the purview of the Agency Historical Staff were discussed.

3. All members of the CS group of the Historical Staff (HS/CSG) have been asked to acquaint themselves with the previous historical efforts of the Agency and the prior OSS history. They have also been encouraged to deliberately build into their own knowledges and experience basic concepts of historical writing and methods of locating, approaching and using the identified sources of information. This is to be reflected in the guidance given individuals responsible for drafting parts of the CS history.

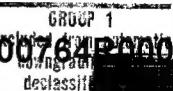
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4. [REDACTED] reviewed her experiences of the past two and one-half months on documentation concerning the early development of OPC. Many of her comments related to the Executive Registry, where each of us will be working from time to time, and her considerations of subject analysis and indexing.

5. Our record systems should be developed in such a fashion that CS officers participating in this program will not have to concern themselves with excessive scanning of

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irrelevant pools of information. They should be able to use our reference leads in acquiring individual pertinent documents. The various retired and active individual files and collections of documents used thus far by [REDACTED] and myself were discussed in some detail as to their content, gaps and shortcomings.

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6. A large number of papers already written or being prepared within the Clandestine Services will quite naturally lend themselves to inclusion in the Index of CS History, i.e., the Annual Assessments of the Operational Program based upon the Related Missions Directives, [REDACTED], Operational Highlights papers, Country Programs, Briefing Books, annual budget submissions, policy papers. It will be necessary to develop a procedure for retaining and systematically maintaining such documents, probably at division and senior staff level. Also, in the early stages of our activities, we must establish a program for halting the destruction of other selected documents which are of permanent historical value. These will include papers stipulating policies, action decisions, directives, interdepartmental agreements, high-level operational briefings, and related high-level management papers.

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#### RESPONSIBILITIES OF THE HS/CSG

7. The primary task of the HS/CSG will be source location and document analysis. The secondary task will be the development of various historical reference tools, which in part will be unique to the Clandestine Services. A third HS/CSG responsibility will be to advise participants in the CS historical program. We must be able to explain to them the purpose behind the CS effort, to show them the relationships between their own work and the total history, to pass to them appropriate references and leads to "source centers," to outline for them the factors to be included in any CS historical paper, to assure them on the assistance available in the Historical Staff other than the above (i.e., reviewing papers before final typing), and to advise them on integrating such papers into the Index of CS History.

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8. The undersigned will supervise and coordinate the above efforts, inject the guidance and assistance of the CS Historical Board into the work of the HS/CSG, and integrate the CS historical program with overall Agency historical planning. Second, in managing this program, he will maintain contact with officers at work on historical papers and when appropriate will review with division and staff chiefs, and other senior CS officers, the progress being made in

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their separate areas and the assistance which will be required of them. These consultations will reflect advancements made by the HS/CSG, determinations of the Historical Board, and plans, priorities and projections of the CS historical program. Third, the undersigned will serve as Executive Secretary of the CS Historical Board and will submit proposals for consideration by the Board.

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9. Mr. [REDACTED] first, will ensure that all sources of CS documentation are located and their contents reviewed to the end that CS material of historical value is brought into historical focus. (Material reviewed which appears to have little or no continuing value may be brought to the attention of the appropriate Records Management Officer.) The purpose shall, therefore, be to "winnow the wheat from the chaff" in the retired files and to appropriately locate and then record (by actual copy and/or reference) each item of historical value. Also, [REDACTED] will ensure that such material which is being held in active or semi-active state will be similarly recorded in the reference records. Thus, documents which have historical value will be identified and incorporated in the Index of CS History. Second, [REDACTED] is responsible for preparing necessary guidance papers and procedural handbooks. These papers will include the necessary statements of purpose and procedure, subject matter, form and method, appropriate referencing techniques, and debriefing plans. His third task, and related to this effort, will be the development of necessary instructions regarding the handling of sensitive material which is to become part of the Index of CS History, including the use of cryptonyms, pseudonyms and other precautionary techniques.

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10. Mr. [REDACTED] has been asked to develop an indicator to be placed on items of historical value. Preferably a stamp for marking the top page would be used; it should indicate that the item is "HISTORICAL INFORMATION" or "HISTORICAL MATERIAL." This would permit issuance of a later instruction giving the necessary procedures of control and review prior to destruction of an item so marked.

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Mrs. [REDACTED]

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11. The HS/CSG will receive priorities, names of recommended draftsmen, and action papers from the CS Historical Board. [REDACTED] first, will maintain the listing of priorities. Second, she will control the index of personnel considered and recommended for use in the writing of segments of the CS history; progress will be carefully followed and

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status reports made on these recommendations for the Board. Third, Mrs. [REDACTED] will establish and maintain the Index of CS History, including the status of each element.

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Miss [REDACTED]

12. To strengthen the archival records of CS historical documents, we must establish the required indices including appropriate notations of essential documents. Miss [REDACTED], first, is the focal point for this part of the HS/CSG effort, to include development of card formats and index procedures. Second, she will establish and maintain the file of individuals who have drafted or are otherwise reflected in documents under review. Third, an appropriate posting system of organizational chronology of the Clandestine Services, including atypical staff units, committees, and boards, will be maintained by [REDACTED]

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#### SUMMARY

13. The HS/CSG will provide the mechanism for carrying out the CS historical program and for steering the efforts being made within the Clandestine Services under the priorities established by the CS Historical Board. This carries with it the responsibility for putting retired and in-use documents of historical value into appropriate archival order, taking any additional steps--if required--to halt destruction of essential DDP records of historical importance, and applying the findings, opinions and guidance of the CS Historical Board to the program. In order to apply to the maximum the expertise developed by each of the HS/CSG officers, we will work as a well-knit team each freely consulting with the others and contributing to the fulfillment of the prescribed jobs. As indicated earlier, in order to enhance their productive efforts, the CS members of the Historical Staff have been enjoined by me to make the fullest utilization of the historical and editorial know-how of the other Historical Staff members, to develop effective teamwork and to integrate our efforts wherever beneficial and feasible.

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9 March 1965

MEMORANDUM FOR THE RECORD

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SUBJECT: [REDACTED]

In order to organize our thinking and to establish an initial procedure for the recording of personality information and CS chronological information, specific examples were taken up and conclusions drawn.

It was decided that it would not be propitious or economic, at this point, to make an exhaustive effort at acquiring a complete set of organizational charts, and names of key individuals (branch chiefs and above) against the organizational charts, even for the period prior to the amalgamation of [REDACTED] and [REDACTED]. Thus, it was decided that [REDACTED] 25X1A

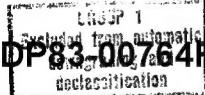
would not limit the emphasis of their actions to the identification of components and reconstruction of the organizational charts which would reflect the evolution of the command structure of [REDACTED]. Rather, it would be the responsibility of all officers of the HS/CSG to make written note of information relevant to the Index of Knowledgeable Persons and the Index of CS Chronology. It has been the intent all along for each officer of the HS/CSG to assume a personal responsibility for submission of appropriate information into the above two indices. 25X1A

To facilitate this effort it has been decided that [REDACTED] 25X1A would prepare a recording/reporting format. This format is to be in a list form and so set up that it could be handily used for quickly jotting down essential factors as they appeared in material being read. At the outset, the listings will be sent to [REDACTED] once a week. She will check the biographic details of individuals and information relating to the chronology of the Clandestine Services against the two indices mentioned above. That information which is already recorded in the related index and, therefore, duplicating in nature would be ignored; that information which is new would be checked in the margin.

Following the analytical note-taking and checking against the indices, the items checked as containing new information would be submitted for appropriate typing on cards to be returned for insertion in the proper index. [REDACTED] 25X1A will be responsible for inserting them in the indices. They will be provided with appropriate instructions in order that the indices may be properly maintained. [REDACTED] will prepare

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a sample card format for the Knowledgeable Persons information and an appropriate number of examples, possibly three or four, which can then be used by any typist in preparing cards for the Index.

Following this meeting the above information was reviewed with [REDACTED]

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Return to KKA

19 March 1965

MEMORANDUM FOR THE RECORD

25X1A

SUBJECT: Comments on Meeting with [REDACTED] Chief  
Executive Registry

[REDACTED] Chief

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1. On 18 March 1965, I had a conference with Mr. [REDACTED] Chief of the Executive Registry. In this discussion I informed him of the progress being made in the HS/CSG and advised him that elements of the CS history were being written. I further informed him that it was the consensus of the HS/CSG members that before long more individuals would be desirous of using the source material held in the Executive Registry.

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2. In light of the above, I asked [REDACTED] if he could, therefore furnish the HS/CSG with the shelf list of folders presently held and the record of folders already transmitted to the Records Center. He agreed to do so, but was not certain how much value this would be to us most of the folders are maintained by organizational breakdown. However, he agreed to pull together the shelf lists and provide them to us. On the morning of 19 March, [REDACTED] signed the undersigned and advised that he would make a complete copy of his 5 x 8 record book for HS/CSG. It contains reference to all items previously transmitted to the Records Center; some of these pages hold information which may be helpful in identifying folders likely to hold CS source material.

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3. [REDACTED] is in complete accord with our plan for stamping documents determined to be of historical value to the Clandestine Services. So we can now use the stamp on the materials of the Executive Registry.

4. I discussed our plans regarding the duplication of TS documents in certain instances or the transferring of second copies in other instances; also where in our judgment documents presently held in the Executive Registry would come under extensive use by writers of historical papers, we intend to insure that a copy of each such document would be available in the [REDACTED]

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5. [REDACTED] is interested in having the Executive Registry support the CS historical effort in any way possible. He will extend the services of the Registry in every way possible through the regular control procedures.

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